

PACIERS

Maryland

29 May 1945

ADMINISTRATIVE MEMORANDUM)

NUMBER

60)

SUBJECT: Details of Security System

1. This memorandum, together with previous memoranda filed in the Guard Book, comprise the Security Regulations for PACIERS.

2. In establishing a security system for PACIERS, the following objectives are to be attained:

a. Definitely prescribed areas and items of equipment for which individuals are responsible.

b. A "double-check" system providing additional safeguards.

c. Responsibility for violations fixed on two individuals in every case.

3. To attain these objectives, the following procedures are established, effective 1 June 1945:

a. Each Group or Section Chief is designated Area Security Officer for the area under his control. The Adjutant is designated Security Officer for the Administrative Offices, including Supply Room.

b. The areas are numbered as follows:

- (1) Administrative Offices
- (2) Translation Group Office
- (3) Translation Section and Liaison Offices
- (4) Air Unit
- (5) Editorial Section
- (6) Research Control and Panel Room
- (7) Operational Intelligence Section
- (8) Production Section
- (9) Document Group
- (10) Library Section
- (11) Supply Room

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c. Each safe, cabinet, file or other locking equipment will be numbered and have attached to it a Security Check Sheet. This check sheet will be initialled daily by the person opening the equipment, by the person locking it, and by the officer designated to double-check (the Section Chief or his representative).

d. A daily security check sheet listing all items of locking equipment by number will be maintained as a part of the Guard Book. This sheet will be initialled by the Duty Officer after he has completed his check of the building.

e. Security violations will be reported to the Security Officer, PACMIRS, for investigation.

4. Blank Security Check Sheets may be obtained in the Library.

5. The Security Officer, PACMIRS, will make periodic inspections to insure compliance with this memorandum.


S. F. GROFICE
Lt. Col., GSC
Chief, PACMIRS